

## CHAPTER II

### ACADEMIC PROCEDURES

#### Guidance

The academic year consists of three trimesters, each about three months in length. While the ten-month academic year traditionally opens with a formal convocation in August and concludes with a graduation ceremony in June, a substantial number of U.S. Navy, and several other service and civilian students begin their year of studies in the winter or spring trimesters, which convene in November and March respectively. The order of the curriculum is as follows:

	College of Naval Warfare	College of Naval Command and Staff
August	NSDM	S&P
November	S&P	JMO
March	JMO	NSDM

Each of the three academic departments (JMO, S&P, and NSDM) delineates academic procedures peculiar to its course of instruction in the course syllabus. The course syllabus is issued prior to the semester in which the course is given, with the books and other study material provided for the course. The course syllabus is an excellent source of concentrated information and the student is strongly urged to read it closely.

The Naval War College *Research Guide/Style Manual and Security Classification* is an authoritative and comprehensive manual on the development of a paper from research. Format, documentation, and security classification are discussed with appropriate examples. This manual provides valuable guidance and should be consulted prior to commencing work on papers or reports. A copy is available in the reference section of the Library, and a copy is available online at <http://www.nwc.navy.mil/academics/>.

Comprehensive information regarding the Electives Program, as well as on-line enrollment procedures, can be found on the Naval War College website.

#### Seminar Group System

Each trimester's course of instruction uses the seminar as its principal learning forum. Seminars are usually no larger than 15 persons, and are organized by the academic departments for each trimester. Seminar size is optimal and is believed to be a key factor in the high quality of instruction. Reworking seminar assignments each trimester allows each department to